

# **Navy Advancement Center**

**Web site: <http://www.advancement.cnet.navy.mil>**

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# **Advancement Handbook for Yeoman**

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## PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Yeoman (YN) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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# Part 1

## Advancement Handbook for YN3

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare standard naval letters, business letters, and endorsements</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare an endorsement</li> <li>• Identify the following standard and business letter format elements: <ul style="list-style-type: none"> <li>-Margins</li> <li>-Identification symbols</li> <li>-From, To, Via, Subject, Reference, and Enclosure lines</li> <li>-Text and paragraph structuring</li> <li>-Signature block</li> <li>-Copy to block</li> <li>-Page numbering</li> </ul> </li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• SECNAVINST 5216.5, Chapters 1 and 2</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about when to use a business or naval letter; individual elements of a business or naval letter, such as letterhead requirements, classification markings, the correct placement of the identification symbols, salutation line, proper format of the subject line, how to list various references, the number of required spaces between lines and paragraphs, the size of the margins, the proper format of the complimentary close, and the preparation of the signature block; when to use a same page endorsement; how to add references and enclosures to an endorsement; and where to send copies of an endorsement.</p>

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Serialize and mail correspondence</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Know where and how to place serial numbers on correspondence</li><li>• Prepare an envelope or address label</li><li>• Maintain official mail log</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5216.5, Chapters 1 and 2</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about choosing the correct size envelope or container; sources of address information; location of appropriate mail classifications; assigning serial numbers; and opening and closing a serial log.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Route correspondence</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Review incoming correspondence</li><li>• Complete an OPNAV 5216/10</li><li>• Prepare a tickler</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• OPNAVINST 3120.32, section 620</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about maintaining the incoming correspondence log; preparing a tickler; filing documents in the tickler folder; preparing OPNAV 5216/10; and maintaining a tickler file.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Files, Publications, and Directives</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare and maintain instructions, notices, and publications</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Type instructions and notices</li> <li>• Make changes to instructions, notices, and publications</li> <li>• File instructions, notices, and publications</li> <li>• Identify the following elements of an instruction, notice, or publication: <ul style="list-style-type: none"> <li>-Letterhead</li> <li>-Margins</li> <li>-Security classifications</li> <li>-From, To, Subject, References,</li> <li>-Enclosures</li> <li>-Signature block</li> <li>-Cancellation block</li> <li>-Distribution List</li> <li>-Paragraph titles and sequence</li> </ul> </li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• SECNAVINST 5215.1</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying types of directives; periodicity of instructions and notices; maintaining case files; filing instructions, notices, and publications; assigning numbers to instructions and notices; making changes; canceling instructions and notices; and distributing instructions, notices, and publications. You should know the elements of instructions and notices.



## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare messages</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Identify the following message format elements: <ul style="list-style-type: none"> <li>- Precedence and date time group</li> <li>- PLA</li> <li>- Security classification and declassification</li> <li>- Subject, reference, amplification, narrative, point of contact, passing instructions, and remarks</li> </ul> </li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• NTP 3(J)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the various types of messages; using PLAs; proper formatting of messages; speed of service objectives; canceling messages; readdressing messages; filing messages, and the various elements of a message.

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General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare a personal award recommendation</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Prepare NAVPERS 1650/6</li><li>• Prepare award citations</li><li>• Prepare letters of commendation and appreciation</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 1650.1</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about appropriate entries on the NAVPERS 1650/6; formatting award citations and letters of commendation and appreciation; and submitting award recommendations.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Technical Administration</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process leave authorizations</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Complete NAVCOMPT Form 3065</li><li>• Maintain leave authorization log</li><li>• Maintain leave control number log</li><li>• Maintain leave tickler file and log book</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• MILPERSMAN Chapters 18 and 30</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about rules for charging leave; maintaining the leave authorization log, LCN log, and leave tickler; procedures for extending and canceling leave; and computing a member's leave balance.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>File correspondence</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Filing procedures</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5210.11</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about establishing routine and cross reference correspondence files; closing correspondence files; maintaining correspondence files; and assigning SSICs.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare identification cards</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Prepare DD Form 2</li><li>• Prepare DD Form 1172</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• BUPERSINST 1750.10</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on the DD Form 2 and DD Form 1172; documenting eligibility for a dependent identification card; and occasions for issuing identification cards.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Verify officer service records</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare NAVPERS 1070/10</li> <li>• Prepare NAVPERS 1070/605</li> <li>• Prepare NAVPERS 1070/613</li> <li>• Prepare NAVPERS 1421/7</li> <li>• Prepare NAVCRUIT 1000/20</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• MILPERSMAN SSIC 1070</li> <li>• NAVPERS 15018</li> <li>• NAVPERS 15839, Volumes I and II</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on the documents listed above; and questions about opening, closing, filing, verifying, and maintaining officer service records.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare dependency application/record of emergency data (NAVPERS 1070/602)</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Identify required documentation (marriage licenses, birth certificates, divorce decrees, etc.)</li> <li>• Determine dependency status</li> <li>• Determine BAH entitlements</li> <li>• Prepare a Dependent Child Care Certificate</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DJMS PTG, Part 3</li> <li>• MILPERSMAN SSIC 1224</li> <li>• OPNAVINST 1740.4</li> <li>• DODFMR, Volume 7A, Chapter 26</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries of the NAVPERS 1070/602; signing and verification procedures for the NAVPERS 1070/602; requirements for claiming and approving a dependent; types of BAH; and completing a Dependent Child Care Certificate.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process documents for pay, allowances, and entitlements</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Eligibility requirements for the following pay, allowances, or entitlements:</p> <ul style="list-style-type: none"> <li>-Career sea pay and sea pay premium</li> <li>-Family Separation Allowance (FSA)</li> <li>-Special Duty/Assignment Pay (SDAP)</li> <li>-Variable Housing Allowance (VHA)</li> <li>-Hostile Fire/Imminent Danger Pay (HFIDP)</li> <li>-Flight Deck Duty Pay (FDHDP)</li> <li>-Overseas Housing Allowance (OHA)</li> <li>-Move-In Housing Allowance (MIHA)</li> <li>-Overseas Cost-Of-Living Allowance (COLA)</li> <li>-Temporary Lodging Allowance (TLA)</li> <li>-Temporary Lodging Entitlement (TLE)</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DODFMR, Volume 7A, Chapters 1, 2, 8, 10, 18, 24, and 27</li> <li>• JFTR, Chapter 9</li> <li>• DMJS PTG, Parts 1 through 3</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on eligibility requirements, required documentation; and processing requests for the pay, allowances, and entitlements.



## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Legal</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process non-judicial punishment</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare NAVPERS 1626/7</li> <li>• Prepare NAVPERS 1070/606</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• MILPERSMAN SSIC 1070</li> <li>• MILPERSMAN Chapter 50</li> <li>• MCM 1995 Edition, Parts IV and V</li> <li>• JAGINST 5800.7C, Chapter 1, Part B</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on the NAVPERS 1626/7; NJP procedures and appeals; publishing NJP results; and unit punishment book filing procedures. You can also expect questions about requirements for completing and disposition of the NAVPERS 1070/606.

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Security</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process classified material</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare classified material for transmission</li> <li>• Route classified material</li> <li>• Dispose of classified material</li> <li>• Complete Standard Form 702</li> <li>• Complete Standard Form 703</li> <li>• Complete OPNAV 5511/10</li> <li>• Complete OPNAV 5511/11</li> <li>• Complete OPNAV 5511/12</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5510.1, Chapters 4, 12, 13, 14, 15, and 17</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the procedures and rules for disseminating/routing classified material outside/within a command; safeguarding classified material and spaces; complying with security procedures; preparing and transmitting classified material; reporting security violations and discrepancies; making detailed entries on OPNAV 5511/2; destroying classified material; and maintaining records of destruction .</p>

## Advancement Handbook for YN3

General YN <i>Skill Area</i>	<b>Travel</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process TEMADD orders</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare NAVPERS 1320/16</li> <li>• Prepare DD Form 1321-2</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Officer Transfer Manual, NAVPERS 15559, Chapter 2</li> <li>• MILPERSMAN Chapter 68</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on the NAVPERS 1320/16; types of TEMADD orders; TEMADD entitlement policies; and rules for modifying and extending TEMADD orders.

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General YN <i>Skill Area</i>	<b>Travel</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process PCS travel claims</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare DD Form 1351-2</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• MILPERSMAN Chapter 18</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules for charging leave, travel, and proceed time for PCS travel.

## Part 2

### Advancement Handbook for YN2

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Correspondence</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Dispose of correspondence</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Filing records</li><li>• Disposing of records</li><li>• Forwarding records</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5212.5</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about record retention periods; and methods of disposing and retrieving records.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process a permanent change of station</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Compute leave, travel, and proceed time</li> <li>• Prepare detaching and reporting endorsements</li> <li>• Prepare passenger reservation requests (PRR)</li> <li>• Process no-fee passport applications (DD Form 1056)</li> <li>• Process travel information forms (NAVPERS 7041/1)</li> <li>• Process application for transportation of dependents (DD Form 884)</li> <li>• Prepare dependent entry approval requests</li> <li>• Determine entitlement to dislocation allowance (DLA)</li> <li>• Determine travel entitlements</li> <li>• Process advance pay requests</li> <li>• Process travel claims</li> <li>• Process TLA requests</li> <li>• Determine BAH/OHA entitlement</li> <li>• Determine MIHA/COLA entitlement</li> <li>• Prepare diary messages</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• MILPERSMAN Chapters 18, 26, 68</li> <li>• OPNAVINST 4650.15</li> <li>• JFTR, Chapter 5</li> <li>• DODFMR, Volume 9, Chapters 2, 4, 6, and 8</li> <li>• DJMS PTG, Parts 1, 3, and 4</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about computing leave, travel and proceed time, completing detaching and reporting endorsements; preparing PRRs; preparing no-fee passport applications; processing travel information forms; preparing application for transportation of dependents; preparing dependent entry approval requests; processing PCS travel claims; determining eligibility for DLA and BAH/OHA; processing TLA, MIHA, and COLA, and preparing diary messages.</p>
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## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Review documents for pay, allowances, and entitlements</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Eligibility requirements for the following:               <ul style="list-style-type: none"> <li>- Career sea pay and sea pay premium</li> <li>- Family Separation Allowance (FSA)</li> <li>- Special Duty/Assignment Pay (SDAP)</li> <li>- Basic Allowance for Housing (BAH)</li> <li>- Hostile Fire/Imminent Danger Pay (HFIDP)</li> <li>- Flight Deck Hazardous Duty Pay (FDHDP)</li> <li>- Overseas Housing Allowance (OHA)</li> <li>- Move-In Housing Allowance (MIHA)</li> <li>- Overseas Cost-Of-Living Allowance (COLA)</li> <li>- Temporary Lodging Entitlement (TLE)</li> </ul> </li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DODFMR, Volume 7A, Chapters 1, 2, 8, 10, 18, 24, and 27</li> <li>• JFTR, Chapter 9</li> <li>• DJMS PTG, Parts 1 through 3</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on eligibility requirements, required documentation, and processing requests for the pay, allowances, and entitlements.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Files, Publications, and Directives</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Draft instructions and notices</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Type instructions and notices</li><li>• Maintain directive case files</li><li>• Review command directives</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5215.1</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures for reviewing command directives; maintaining command case files; preparing different types of directives; preparing changes to directives; and sequencing paragraphs within directives.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Files, Publications, and Directives</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Establish reports control program</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Complete OPNAV 5214/5</li><li>• Complete OPNAV 5214/10</li><li>• Maintain a tickler</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5214.2</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about setting up a reports case folder; completing OPNAV 5214/5 and OPNAV 5214/10; and publishing lists of reports.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Files, Publications, and Directives</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Establish forms control program</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Maintain Forms Management Program</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5213.10</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the policy and rules for managing command forms; and about reviewing, developing, and ordering forms.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Legal</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process non-judicial punishment</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Prepare NAVPERS 1070/607</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• DJMS PTG, Part 7</li><li>• MILPERSMAN SSIC 1070</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about rate adjustment; forfeiture of pay; and modification and corrections to NAVPERS 1070/607.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Legal</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process non-judicial punishment</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Maintain unit punishment book</li><li>• Complete NAVPERS 1626/7</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• MCM 1995, Parts IV and V</li><li>• MILPERSMAN Chapter 50</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about updating and reviewing the unit punishment book and completing the NAVPERS 1626/7.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process fitness reports</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Complete NAVPERS 1610/2</li> <li>• Transmit NAVPERS 1610/2</li> <li>• Prepare summary letter</li> <li>• FITREP mailing procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• BUPERSINST 1610.10</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on NAVPERS 1610/2; summary letter preparation; forwarding FITREPs; occasions for submitting FITREPs; and types of FITREPs.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare certificate of release or discharge from active duty</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Type DD Form 214</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• BUPERSINST 1900.8</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries of the DD Form 214, including the purpose and use of the information, and disposition of the DD Form 214.



## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Counsel personnel on servicemen's group life insurance options</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Coverage options</li><li>• Process SGLI 8286</li><li>• Terminating and restoring SGLI</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• MILPERSMAN Chapter 62</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how a member can increase, decrease, or decline SGLI coverage; distributing the SGLV 8286; occasions when SGLI coverage terminates; and how to restore SGLI coverage.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Security</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process request for a security clearance</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare OPNAV 5520/20</li> <li>• Prepare OPNAV 5511/14</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5510.1, Part IV</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of security investigations; investigation requirements for different levels of security clearances; how long security investigations are valid; preparing and submitting security investigation forms; requirements for reinvestigations; granting interim security clearances; and downgrading and withdrawing security clearances.

## Advancement Handbook for YN2

General YN <i>Skill Area</i>	<b>Security</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Monitor classified material storage</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Manage classified material storage</li> <li>• Inventory classified material</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5510.1, Part III</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about storage requirements for classified material; reproducing and disseminating classified material; safeguarding classified material during working hours; securing classified material after working hours; controlling access to classified material; conducting security checks of classified areas; controlling combinations, locks, and keys for classified areas; and destroying classified material (emergency and routine).

## Part 3

### Advancement Handbook for YN1

## Advancement Handbook for YN1

General YN Skill Area	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare invitations</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Prepare invitations</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• OPNAVINST 1710.7</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of Navy invitations and the required elements on invitations.

## Advancement Handbook for YN1

General YN Skill Area	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Verify identification cards</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Prepare DD Form 2</li><li>• Prepare DD Form 1172</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• BUPERSINST 1750.10</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries on the DD Form 2 and DD Form 1172; documenting eligibility for a dependent identification card; and occasions for issuing identification cards.

# Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare a separation</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare a DD Form 214</li> <li>• Prepare separation endorsement</li> <li>• Determine travel entitlements for member's separating</li> <li>• Process SBP elections</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• BUPERSINST 1750.11</li> <li>• BUPERSINST 1900.8</li> <li>• OFFTRANMAN, Chapter 12</li> <li>• MILPERSMAN Chapter 36 and SSIC 1070</li> <li>• JFTR, Chapter 5</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries of the DD Form 214 including the disposition of the document; detaching endorsement entries; required NAVPERS 1070/613 entries; verifying and disposing of the service, medical, and dental records; converting SGLI to VGLI; determining travel entitlements and HHG shipment entitlements; and processing SBP elections.

# Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare advancement worksheets</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Explain advancement requirements</li><li>• Complete NAVEDTRA 1430/2</li><li>• Complete an advancement worksheet</li><li>• Compute PMA</li><li>• Compute award points</li><li>• Compute TIR</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• BUPERSINST 1430.16</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about advancement requirements; detailed entries of the NAVEDTRA 1430/2; and computing TIR, PMA, and award points.



## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Legal</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process administrative separations</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare administrative separation notification</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• MILPERSMAN Chapter 36</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about administrative separation processing requirements and procedures; administrative separation authority; guidelines and criteria for the following types of administrative separations: hardship, parenthood, weight control failure, entry level, unsatisfactory performance, homosexual conduct, substance abuse rehabilitation failure, misconduct, minor disciplinary infractions, and drug abuse.</p>

## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Legal</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Process administrative investigations</b>
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to prepare and assemble documents associated with:</p> <ul style="list-style-type: none"> <li>• Preliminary investigation procedures</li> <li>• Formal investigation procedures</li> <li>• Informal investigation procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• JAGINST 5800.7, Chapters 2 and 3</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the different types of investigations; procedures required for each of type of investigation; investigative requirements for specific types of incidents; preparing convening orders; authorized investigating officers; administering oaths; documenting evidence; fact finding possibilities; and the required elements of the command report.</p>

## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Manage performance evaluations and fitness reports</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Verify reporting requirements and procedures</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• BUPERSINST 1610.10</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of performance reports; authority of reporting seniors; changes and supplements to performance reports; individual rights to review, make a statement or an appeal; and preparing summary group distribution.

## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Officer Service Records</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Maintain the ODCR</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Verify the ODCR</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• BUPERSINST 1301.40</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the organization of the ODCR including the purpose of each section and the data elements for each individual; verifying the ODCR; annotating changes; and resolving account discrepancies.

## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Security</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Track personnel security investigations</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"><li>• Complete DD 398</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• OPNAVINST 5510.1, Part IV</li></ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about initiating security investigations; preparing and submitting security investigation requests; following up on security investigations; canceling security investigations; and verifying the status of security investigations.

## Advancement Handbook for YN1

General YN <i>Skill Area</i>	<b>Technical Administration</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Submit personnel casualty reports</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Prepare a personnel casualty report</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• BUPERSINST 1770.3</li> <li>• MILPERSMAN SSIC 1770</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about situations that require submission of a personnel casualty report; submitting personnel casualty reports; contents of the personnel casualty report; notifying the next of kin; next of kin entitlements; disposition of personal effects of a casualty; reporting requirements for disasters; and releasing information about casualties.

## Part 4

### Advancement Handbook for YNC

## Advancement Handbook for YNC

General YN <i>Skill Area</i>	<b>Customer Service</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Determine officer program eligibility</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Limited Duty/Chief Warrant Officer program</li> <li>• Medical Enlisted Commissioning Program (MECP)</li> <li>• Enlisted Commissioning Program (ECP)</li> <li>• Broadened Opportunity for Officer Selection and Training (BOOST)</li> <li>• Naval Academy Program</li> <li>• Aviation Officer Candidate School</li> <li>• Officer Candidate School</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>•</li> <li>• BUPERSINST 1131.1</li> <li>• BUPERSINST 1131.3</li> <li>• MILPERSMAN Chapter 10</li> <li>• OPNAVINST 1120.2</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about officer program eligibility and application procedures.



## Appendix 1

### References Used in This Advancement Handbook

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>YN3</b>	BUPERSINST 1750.10	Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel		Note 2
	DOD 7000.14-R Volume 7A	Financial Management Regulations (DODFMR), Military Pay Policy and Procedures Active Duty and Reserve Pay	Chapters 1, 2, 8, 10, 18, 24, 26, and 27	Note 4
	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)	Parts 1-3	Note 8
	JAGINST 5800.7	Manual of the Judge Advocate General (JAGMAN)	Chapter 1, Part B	Note 1
	JFTR	Joint Federal Travel Regulations	Chapter 9	Note 5
	MCM	Manual for Courts-Martial United States 1995 Edition	Parts IV and V	Note 1
	NAVPERS 15018	Register of Commissioned and Warrant Officers of the United States Navy on Active Duty		Note 6
	NAVPERS 15559	Officer Transfer Manual (OFFTRANSMAN)	Chapter 2	Note 6
	NAVPERS 15560	Naval Military Personnel Manual (MILPERSMAN)	Chapters 18, 30, 50, and 68 and SSIC 1070 and 1224	Note 2

	NAVPERS 15839 Volume 1	Manual of Navy Officer Manpower and Personnel Classifications Major Code Structure		Note 6
	NAVPERS 15839 Volume 2	Manual of Navy Officer Manpower and Personnel Classifications The Officer Data Card		Note 6
	NTP 3(J)	Tele- communications User's Manual		Note 7
	OPNAVINST 1740.4	U.S. Navy Family Care Policy		Note 3
	OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Regulation	Chapters 4, 12, 13, 14, 15, and 17	Note 3
	OPNAVINST 3120.32	Standard Organization and Regulations of the U.S. Navy	Section 620.5	Note 3
	SECNAVINST 1650.1	Navy and Marine Corps Awards Manual		Note 3
	SECNAVINST 5210.11	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)		Note 3
	SECNAVINST 5215.1	Department of the Navy Directives Issuance System		Note 3
	SECNAVINST 5216.5	Department of the Navy Correspondence Manual	Chapters 1 and 2	Note 3
<b>YN2</b>	BUPERSINST 1610.10	Navy Performance Evaluation and Counseling System		Note 2
	BUPERSINST 1900.8	Certificate of Release or Discharge from Active Duty		Note 2
	DMRSMAN 1080#1 UM-02	Diary Message Reporting Systems User's Manual		Note 9

	DOD 7000.14-R Volume 7A	Financial Management Regulations (DODFMR) Military Pay Policy and Procedures Active Duty and Reserve Pay	Chapters 1, 2, 8, 10, 18, 24, and 27	Note 4
	DOD 7000.14-R Volume 9	Financial Management Regulations Travel Policy and Procedures	Chapters 2, 4, 6, and 8	Note 4
	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)	Parts 1, 2, 3, 4, and 7	Note 8
	JFTR	Joint Federal Travel Regulations	Chapters 5 and 9	Note 5
	MCM	Manual for Courts- Martial United States 1995 Edition	Parts IV and V	Note 1
	NAVPERS 15560	Naval Military Personnel Manual (MILPERSMAN)	Chapters 18, 26, 50, 62, 68 and SSIC 1070	Note 2
	OPNAVINST 4650.15	Navy Passenger Transportation Manual		Note 3
	OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Program Regulation	Parts III and IV	Note 3
	SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual		Note 3
	SECNAVINST 5213.10	Department of the Navy Forms Management Program		Note 3
	SECNAVINST 5214.2	Department of the Navy Information Requirements (Reports) Management Program		Note 3
	SECNAVINST 5215.1	Department of the Navy Directives Issuance System		Note 3

<b>YN1</b>	BUPERSINST 1301.40	Format and Procedures for Validating the Officer Distribution Control Report (ODCR)		Note 2
	BUPERSINST 1430.16	Advancement Manual		Note 1
	BUPERSINST 1610.10	Navy Performance Evaluation and Counseling System		Note 2
	BUPERSINST 1750.10	Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel		Note 2
	BUPERSINST 1750.11	Survivor Benefit Plan (SBP)		Note 2
	BUPERSINST 1770.3	The Navy Casualty Assistance Calls Program (CACP) Manual		Note 2
	BUPERSINST 1900.8	Certificate of Release or Discharge from Active Duty		Note 2
	JAGINST 5800.7	Manual of the Judge Advocate General (JAGMAN)	Chapters 2 and 3	Note 1
	JFTR	Joint Federal Travel Regulations	Chapter 5	Note 5
	NAVPERS 15559	Officer Transfer Manual (OFFTRANSMAN)	Chapter 12	Note 6
	NAVPERS 15560	Naval Military Personnel Manual	Chapters 10 and 36 and SSIC 1070 and 1770	Note 2
	OPNAVINST 1710.7	Social Usage and Protocol Handbook		Note 3
	OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Program Regulation	Part IV	Note 3
<b>YNC</b>	BUPERSINST 1131.1	In-Service Procurement for Appointment Under the Active and Reserve Limited Duty Officer		Note 2

		(LDO) and Chief Warrant Officer (CWO) Program		
	BUPERSINST 1131.3	Medical Enlisted Commissioning Program (MECP)		Note 2
	OPNAVINST 1120.2	U.S. Naval Reserve Officer Programs Open to Active Duty Naval Enlisted Personnel		Note 3

**LEGEND:**

Note 1 – To order, MILSTRIP to NAVICP PHILA or via INTERNET <http://www.nll.navsup.navy.mil>

Note 2 – Internet – <http://www.bupers.navy.mil>

Note 3 – Internet – <http://www.neds.nebt.daps.mil>

Note 4 – Internet – <http://web7.whs.osd.mil/corres.htm>

Note 5 – Internet – <http://www.perdiem.osd.mil>

Note 6 – BUPERS CD-ROM: All Navy commands are on automatic distribution. See your PSD or Personnel Office. BUPERS Point of contact: PERS-01DD, DSN: 224-3613

Note 7 – Download from COMNAVCOMTELCOM's Bulletin Board Service (BBS); ALCOM 020/96 refers

Note 8 – Letter request to Defense Finance and Accounting Service  
1931 Jefferson Davis Highway  
Arlington, VA 22240-5291

Note 9 – Letter request to Enlisted Personnel Management Center  
4400 Dauphine Street  
New Orleans, LA 70159-7900